

KODIAK QUICK GUIDE: Manage Files

Overview

The Manage Files tool allows you to organize and upload files associated with your course. You can upload files individually, or you can upload several files saved in a folder that has been converted to a zip file, which can be unzipped within Kodiak. Your students will not have access to the files you upload in the Manage Files tool until you either place them in the Content area or create a Quicklink to a particular file.

How to Access the Manage Files Tool

Click **Course Admin** on your course navigation bar, and then click **Manage Files** under the “Site Resources” heading.

In This Guide

- Uploading and Downloading Files
- Managing Files and Folders
- Creating Quicklinks to Files that have been Uploaded to Manage Files

Uploading and Downloading Files

You can upload most file types to Kodiak, but keep in mind that students must have corresponding software to view these files.

You can also upload folders to the Manage Files tool. First you must convert the folder to a zip file on your computer, and then can upload the zip file to Manage Files.

1. On the “Manage Files” page, navigate to the area into which you want to upload files or folders.
2. Click **Upload** (Figure 1). The “Upload” dialog box will open.
3. Click **Upload** to locate the files or folders that you want to upload from your computer.
4. Click **Save** when you have selected all the files or folders you want to upload.

Note: If you choose to upload a zip file to Manage Files, you can unzip its contents by clicking the drop-down arrow next to the file name and selecting **Unzip** (Figure 2).

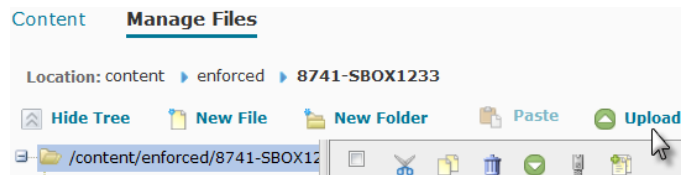



Figure 1



Figure 2

Download Files and Folders

1. On the “Manage Files” page, locate the folder or files you want to download.
2. Select the checkboxes beside the files or folders you want to download.
3. Click the  download icon above the table (Figure 3). A dialog box will open that indicates the files are being downloaded.
4. Click the name of the zip file that is listed in the dialog box (Figure 4).
5. Save the file to your computer.

Managing Files and Folders

Creating a New Folder

1. Go to the “Manage Files” page. If you want to add a sub-folder to a folder you’ve already created, click that folder first.
2. Click New Folder (Figure 5).
3. Enter a name for the new folder name.
4. Click Save (Figure 6). The new folder will appear in the folder tree.

Note: Avoid using multiple, consecutive periods when naming folders, as they might cause links to break.

Copy or Move a File or Folder

1. On the “Manage Files” page, select the checkbox beside the folder or file you want to copy or move. You can copy or move multiple files or folders at once.
2. Move the files or folders using one of the following methods:
 - Click the Copy icon at the top of the table to move files or folders to a new location while maintaining a copy in its original location.
 - Click the Cut icon at the top of the table to move files or folders from one location to another.
3. Navigate to the folder where you want to place the content.
4. Click Paste above the table (Figure 7). The folders or files you selected are moved to this new location.

Note: Use caution when moving files and folders if they are referenced in the Content area. Moving a file that is in use in a topic will result in a broken link.

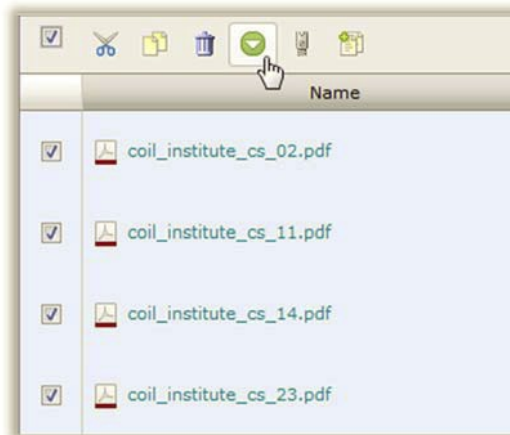


Figure 3

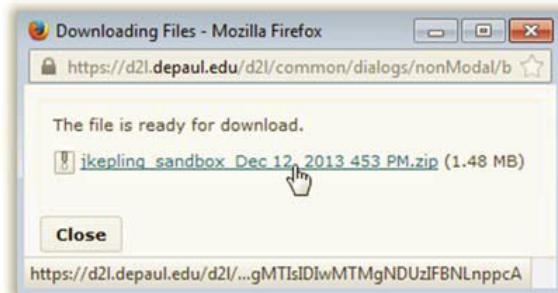


Figure 4

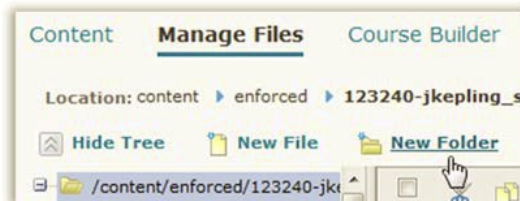


Figure 5

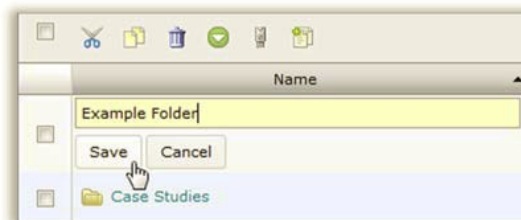



Figure 6



Figure 7

Creating Quicklinks to Files that have been Uploaded to Manage Files

You can access files that are stored in Manage Files and add them to descriptions or HTML files you create in Desire2Learn through the HTML Editor. See the “HTML Editor Quickguide” for more information.

1. Open the HTML Editor anywhere in your course.
2. Click the  Insert Quicklink icon. The “Insert Quicklink” window will open.
3. Click Course File (Figure 8).
4. Select the file you want to link to in your course files. After you click on a file, the “Insert Quicklink” window will close, and the name of the file will appear as a hyperlink in the HTML Editor.
5. Click **Update** when you are done adding content in the HTML Editor.

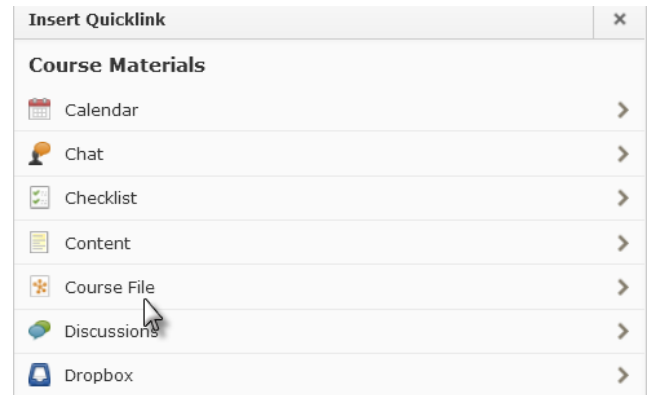


Figure 8